



Process, Inc.

AGREEMENT BETWEEN **aha!** Process, Inc. AND TRAINING PARTICIPANT

Date: _____

I, _____, understand that by paying for this training, I agree to the following conditions; furthermore, I understand that I will be held personally liable and the institution which I represent will be sued for breach of contract if I violate any of the conditions. The conditions are:

1. I am allowed to only do this training for my campus, district, or the institution/agency that I represent; to present it for any other institution or group is in violation of this training agreement;
2. I am allowed to only present it at the local, district, or regional level; to present it at the state or national level is a violation of this training agreement*;
3. any time I do any portion of the training, the institution for which I am presenting will purchase a personal copy of *A Framework for Understanding Poverty* or the workbook entitled *A Framework for Understanding Poverty* for each participant when presenting modules 1-9 and will purchase a personal copy of the workbook entitled *Learning Structures* for each participant when presenting modules 10-16; it is not acceptable to purchase a class set and reuse;
4. I am prohibited from training others as trainers of this material;
5. this training allows me to train for two (2) years.; after two (2) years, I will need to return for recertification if I wish to continue to use the materials;
6. I may not present the training as a profit-generating venture for my institution or myself. (If the institution that paid for my attendance at TOT wishes to reimburse me for my time involved in presenting or planning, that is acceptable; but no individual can make himself or herself available as a consultant to do the training to individuals outside the sponsoring organization without explicit written permission from Dr. Payne or her designee.)
7. on line courses may not be offered in this topic by any agency or person other than **aha!** Process, Inc.
8. a two hour overview can be presented one time to a group without purchase of materials; however, if the group wishes additional training, materials must be purchased. The ONLY pages that can be copied for the overview are the three quizzes; when copied, the **aha!** Process, Inc. name and phone number MUST be on the page.
9. power point slides that are taken directly from the overhead transparencies cannot be copied and distributed;
10. the chart found on page 59 of *A Framework for Understanding Poverty* is never to be copied; it simply leads to much misunderstanding if not explained within the context of the training.



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11. *A Framework for Understanding Poverty* videos are to be shown only by a certified trainer. Videos are never to be loaned to anyone who is not a certified trainer nor should they be shown without follow-up discussion. A certified trainer must be the one to facilitate the discussion.

*If the normal scope of my position involves my working at the state level, I am allowed to provide this training at the state level but ONLY within the bounds and responsibilities of my position. I am allowed to present it at a state conference only if conditions such as those described in the following example are met. For example, if I work for Title I at the state department, I can present this at a state sponsored Title I conference. However, if I work for Title I at the state department and I am asked to present at the state science teachers' conference, the answer is no—I am not allowed to present. I am not allowed to present it at a national conference.

The normal scope of my position does / does not require my working at the state level.
(circle one)

I agree to these terms.

Signature

Print Name

Address

City, State, Zip

Home Phone

Work Phone

E-mail Address